

Parks - Natural Resources

VOLUNTEER POSITION DESCRIPTION

Position Title: Eco Steward

About Saint Paul Parks – Environmental Services

The City of Saint Paul's environmental programs focus on protecting, enhancing, and providing access to the city's natural resources. We coordinate environmental volunteer events, conduct monitoring and research of natural resources in parks, restore and manage vital and unique ecosystems, and provide interpretation and education. We also work with citizens and non-profit, county, state, and national agencies to coordinate efforts which restore and improve the natural environment in Saint Paul.

Goal/Purpose of Position:

Eco Steward volunteers are environmental stewards dedicated to regular participation in volunteer events hosted by Saint Paul Parks during the spring, summer and fall months. They are involved a variety of activities that focus on preserving, protecting, and restoring natural areas and vital ecosystems in Saint Paul, including; habitat restoration, prairie plantings, rain garden installation, lake shore clean up and other environmental activities. With over 2,000 acres of natural areas in Saint Paul, our Environmental Services staff simply can't do it alone. Eco Steward volunteers are an integral part of natural resource management in Saint Paul's parks and natural areas.

Benefits to Volunteer:

- Develop skills in native and invasive plant identification and environmental stewardship
- Increase knowledge of Saint Paul's natural and ecological history
- Personal enrichment and experience working with Saint Paul Parks' Natural Resources staff
- Meet and work with other like-minded individuals

Major responsibilities:

- Participate in 3-4 community volunteer events from April through October
- Buckthorn busts, native tree plantings, invasive species removal, and other conservation and restoration activities

Impact: As an Eco Steward, each time you volunteer you will be actively protecting and restoring Saint Paul's natural areas and helping accomplish vital environmental work for our region.

Qualifications:

- Physically able to do manual work – light to moderate difficulty
- Enthusiasm for the outdoors and conservation
- Interest in learning about natural resource management, including plant identification, planting and invasive species removal techniques



CAPRA Accreditation

An Affirmative Action Equal Opportunity Employer



National Gold Medal Award

Supervisor:

- Site supervisor is the Environmental Services staff. Overall volunteer program supervisor is the Volunteer Coordinator. Volunteers contact Site supervisor for questions pertaining to the on-site/field work, and contact the Volunteer Coordinator for questions regarding the volunteer program.

Time Commitment: Minimum of 3-4 events from April through October. Volunteer events are typically 2-3 hours on Saturday mornings, but some weekday evening events may arise, as well. Events will be listed on the Natural Resources event calendar on the City website.

Submitting Reports and Hours: Eco Stewards submit a monthly report the Volunteer Coordinator that informs staff of work completed and hours logged. This is a critical element of the success of the volunteer program. Every reportable hour of volunteer time we can log and report helps the City obtain funding to maintain and improve our parks and natural areas.

Application Process

All prospective volunteers will go through a simple screening process that includes a written application and a meeting or phone conversation with the Volunteer Coordinator. Please email application to Beth Albrecht, Volunteer Coordinator, beth.albrecht@ci.stpaul.mn.us



City of Saint Paul – Department of Parks & Recreation
Parks and Natural Resources

Volunteer Consent & Liability:

Please read and sign *each* of the following: Consent, Liability, and Right of Publicity

CONSENT

I, _____ have read, understand and agree to the above position description and volunteer contract. By my signature I declare my understanding and intent to fulfill all parts of this contract and the regulations laid out in the volunteer agreement. I agree to represent the City of Saint Paul as a volunteer with appropriate accordance to professional conduct, acting with respect and decency at all times and to all citizens.

_____ Date: _____

LIABILITY

I agree that the City of Saint Paul shall not be liable for the payment of any wages, salary or other employment benefits to me. I am volunteering my time in exchange for the opportunity to work with the City of Saint Paul Department of Parks and Recreation. I agree that I shall be responsible for any injuries or damage incurred by me while performing volunteer services for the City of Saint Paul. I agree to waive and release the City of Saint Paul, its officers, directors, and employees from any and all claims, liabilities, losses, damages, costs, and expenses resulting from injury to me or damage to my property arising out of my volunteer duties and/or travel to or from my work site. I agree that while donating my time to the City of Saint Paul, I will not be under the influence of alcohol or drugs, unless such drugs are legally prescribed in accordance with their prescription, nor shall I undertake any activity while I am working as a volunteer which may be deemed to be illegal, immoral, contrary to public policy, or which in any way may harm, defame, or slander the good reputation of the City of Saint Paul.

_____ Date: _____

RIGHT OF PUBLICITY

Participation in the Park Steward volunteer program shall constitute permission to use the name, likeness or any other identification of the Participant in City publications and its web page without compensation to or right of prior review or approval by the Participant or his/her parent or guardian (except where prohibited by law).

_____ Date: _____